



HRO HIGHLIGHTS and TRAINING NOTES



Human Resources Office

<http://amp.nrl.navy.mil/code1800/>

August 2000



Important Employee Action Items

**Picnic on the Pier
August 11**

**Check out the new
articles of interest
publicizing the new sick
leave regulations.**

**QUARTERLY
ANNOUNCEMENT OF
AWARDS
(See Page 9 for details)**

**UPCOMING TRAINING
DATES
(See Training Notes,
Page 10
for details)**

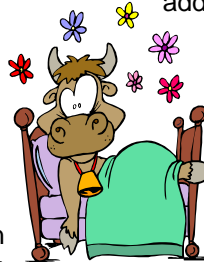
**NRL DEMO on the web at
[http://amp.nrl.navy.mil/hr-
demo/](http://amp.nrl.navy.mil/hr-demo/)**

More Sick Leave Available to Care for Seriously Ill Family Members

Janet Deschak
Code 1850

The Office of Personnel Management (OPM) has published new regulations that significantly expand an employee's right to use sick leave to care for family members with a serious health condition. These regulations were effective on 20 June 2000. Rules regarding the use of sick leave to arrange or attend family funerals and for adoption of a child are unchanged.

Under the regulations, if you are full time you may use up to 13 days of sick leave in a leave year for *routine* family medical care (this was previously the maximum you could use for any family health care purpose). For example, you may use this time to stay home with your child who has an ear infection or to



take your mother to a routine doctor visit. Now, however, you may use additional sick leave, *up to a total of 12 workweeks*, to care for family members who have a *serious health condition*.

This does not mean 13 days plus 12 weeks, but a total of 12 weeks in a leave year for all family health purposes. *Remember that you may not use more than 5 days of sick leave in a year for family health purposes unless you maintain a sick leave balance of at least 80 hours.* If you are part time, you may use a pro-rated amount of sick leave based on the number of hours in your regularly scheduled workweek; the sick leave balance you must maintain is also pro-rated (see Page 6 for details).

The definition of "family member" for sick leave purposes includes: (a) spouse and his or her parents; (b) children and their spouses; (c) parents; (d) brothers and sisters, and
Continued...

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**New Articles of Interest*

More Sick Leave Available to Care for Seriously Ill Family Members

their spouses; and (e) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship (such as a grandparent or stepchild).

"Serious health condition" has the same meaning as found in OPM's regulations governing the Family and Medical Leave Act (FMLA). That definition includes such conditions as cancer, heart attacks, severe injuries, Alzheimer's disease, pregnancy, and childbirth. The term "serious health condition" is not intended to cover short-term conditions for which treatment and recovery last only a few days. The common cold, the flu, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc., are not serious health conditions unless complications arise. You may not use sick leave to care for a healthy newborn after the mother's period of incapacitation after childbirth has passed; however, you are still entitled to unpaid or annual leave under FMLA for this purpose.

You should request sick leave for family care in the same manner that you request sick leave for yourself. As required for personal sick leave use, a Health Care Provider's statement must be submitted when the absence will exceed 3 consecutive workdays.

You may not use donated leave for family care until you have used all sick leave to which you are entitled under these regulations. This applies to leave recipients who were using donated leave on or after 20 June.

Perhaps for the first time, the new sick leave regs provide a reason for Federal Employees Retirement System (FERS) employees to conserve sick leave usage. While Civil Service

Retirement System employees can add unused sick leave to their years of service for retirement purposes - one year of unused SL essentially adds 2 percent to the CSRS employee's annuity - FERS employees have no similar benefit.



NRL Temporary Clerical Services Contract

Dawn Brown
COR

In December 1997, NRL awarded a contract to Strategic Staffing Inc. (SSI), a woman-owned small business. Within a few weeks, ten clerical contractors had been employed by various offices throughout NRL via this contract. Today, there have been over 100 SSI employees brought onboard for short and long periods to fill temporary, critical, clerical needs. Presently, the contract provides employees for three labor categories: file clerk, clerk typist, and steno. In a few short months, labor categories will be added to meet new demands suggested by NRL managers.

Since 1994, SSI has sustained a reputation as a quality staffing service for government, corporate, national and international clients. SSI has alliances with many national, local, and independent staffing and temporary help services having the strength to recruit in remote locales for Strategic Staffing. For this reason, staffing services can be provided at all NRL sites.

You can request a temporary clerical contractor part-time, full-time, or even 1-5 days a week, and from 1 day to 120 workdays, not to exceed 240 workdays. Your request can normally be filled within 24 hours!

High-quality service is guaranteed. In the unlikely event a client is not satisfied with the performance of an SSI employee, SSI will promptly send a qualified replacement.

Referrals from NRL managers who have used this service in the past are available upon request.

Detailed information about this service can be found in NRLINST 12316.1. From this instruction, you can learn the procedure for acquiring an SSI contractor, under what circumstances, and what restrictions prevail, and to obtain a Requesting Order.

No time to "dig" out the instruction? Call me on (202) 767-2957 or DSN 297-2957, or e-mail me at dbrown@hro1.nrl.navy.mil.

HRO HIGHLIGHTS

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Questions and Answers on Family Friendly Sick Leave Rules

Jan Walker
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Q. How will the new sick leave policy benefit me, a full-time employee?

A. Previous to 20 Jun 2000, you could use up to 13 days of your available sick leave annually for family-friendly purposes (bereavement and caring/attending family members relating to medical conditions and medical, dental or optical exams), provided you maintained an 80-hour balance for the purpose of accommodating your own medical needs. (Without such minimum balance, you could use only 40 hours.) What's changed is that annual limits are now counted by leave year, and annual use of sick leave has been expanded to allow employees who maintain the minimum balance to take up to 12 weeks of their sick leave when caring for a family member who has a serious medical condition. (All of these figures are pro-rated for part-time employment).

Q. I have a large sick leave balance. Am I entitled to use 13 days of sick leave for bereavement purposes and family care situations that don't qualify as "serious" health conditions, plus 12 weeks to care for a family member with a serious health condition each year?

A. No. You are entitled to a total of 12 weeks of sick leave each leave year for all family care and bereavement purposes.

Q. What are some examples of a "serious health condition"?

A. Examples include, but are not limited to, heart attacks and bypass operations, cancer, back conditions requiring extensive therapy or surgical procedures, kidney dialysis, physical therapy, strokes, severe

respiratory conditions, spinal injuries, appendicitis, pneumonia, emphysema, severe arthritis, severe nervous disorders, injuries caused by serious accidents, clinical depression, recovery from major surgery, final stages of a terminal illness, Alzheimer's disease, ongoing pregnancy, miscarriages, complications or illnesses related to pregnancy (such as severe morning sickness), the need for prenatal care, childbirth, and recovery from childbirth.

Q. Am I entitled to use sick leave when "caring" for a family member who is hospitalized?

A. Yes. Care of a family member includes psychological comfort as well as physical care, including being with the family member during a hospital stay or while being examined in a doctor's office.

Q. How might the expanded policy assist me if I have a "special needs" child or a parent with Alzheimer's disease?

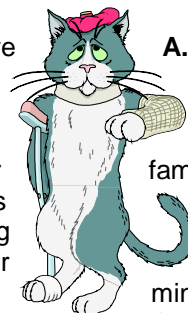
A. If the child's or parent's condition qualifies as a "serious health condition," you may use up to 12 weeks of sick leave each year on an intermittent basis to provide care when other services are not available. However, this new entitlement does not permit an employee to use sick leave for care of a well child or to use more than 13 days each year to care for children or elderly relatives with minor ailments.

Q. I'm pregnant and my physician advises I will be incapacitated for about six weeks after childbirth. My husband is a full-time employee at NRL. To what extent is he entitled to use sick leave to participate in my health care as well as care for me while I'm incapacitated?

A. Provided he maintains an 80-hour balance and doesn't take more than 12 weeks of family friendly sick leave in any leave year, the new rules provide flexibility such that your husband could attend you during prenatal and postnatal medical

appointments and care for you during any periods of incapacitation as a result of pregnancy and childbirth, including the entire six weeks of incapacitation certified by your physician. This same flexibility would apply to other family members, such as your mother and (if you weren't married) the biological father.

Q. To what extent can my husband and I use sick leave to care for our newborn?



A. The new regulations allow full-time employees up to 12 weeks of sick leave use annually to care for a family member (including a newborn child) with a serious health condition, provided the 80-hour minimum balance is maintained. Sick leave may not be used for care of a healthy child, including a newborn. An exception is that while maintaining the minimum balance, you and your family members can take up to 13 days of family friendly sick leave for reasons that include well baby appointments and to care for your child during minor illnesses. (40 hours is the limit for full-time employees who do not maintain the minimum balance.)

Q. Are NRL employees required to provide a health care provider's certification of a family member's serious health condition?

A. Normally, a health care provider's certification is not required at NRL for use of sick leave that does not exceed three or more consecutive workdays. However, in special circumstances, including when a serious health condition is anticipated to result in more than 13 days of sick leave use in a leave year, a supervisor may require medical certification or other acceptable evidence. This includes requiring a health care provider's statement concerning your family member's need for psychological comfort and/or physical care. Such

Continued...

Questions and Answers on Family Friendly Sick Leave Rules

Continued...

statement must certify that (1) the family member requires psychological comfort and/or physical care, (2) the family member would benefit from your care or presence, and (3) you are needed to care for the family member for a specified period of time.

Q. Can my supervisor disapprove my taking sick leave to care for an ill family member?

A. Not if you follow the rules (in some situations you would be required to furnish medical certification). You are entitled to take your sick leave for family care in the same way you are entitled to take it for your own incapacitation - if the family member were you, and the condition would justify your use of sick leave, then your sick leave use to care for that person is justified.

Q. Under the rules that pertain to non-serious family medical conditions, may I use sick leave to attend to a family member who is receiving routine medical, dental or optical examination or treatment?

A. Yes. But the same rules apply as when you take sick leave for your own non-emergency medical appointments. You should request leave in advance of your appointment. If the request interferes with work demands, your supervisor may disapprove your taking sick leave at the requested time and advise you to reschedule.

Q. Can I be advanced sick leave for family care and bereavement purposes?

A. Approving officials may advance only the number of hours that employees are entitled to use without maintaining a minimum balance. For a full-time employee, this amount is

40 hours. Advances may not be given for purposes of allowing employees to use more than that amount or for purposes of maintaining the minimum balance.

Q. When approving sick leave, how broadly should supervisors interpret the term "family member"?

A. Managers and supervisors must exercise their own judgment when approving leave requests for care of individuals not specifically addressed in the regulations. This benefit is intended to permit employees to care for individuals outside the traditional nuclear family, recognizing that in today's society there are both traditional and nontraditional families and that the responsibilities placed on the employee are the same in both cases.

Q. Does the new sick leave policy permit eligible employees to take a total of 12 weeks of sick leave each year in addition to 12 weeks of leave without pay under the Family Medical Leave Act (FMLA)?

A. Yes. If employees meet the criteria for both, this could happen.

Q. May I participate in the leave donor program without first using up all sick leave that could be taken under the new sick leave policy?

A. No. You may not use donated leave for family care until you have used all sick leave to which you are entitled under the new sick leave policy.

Q. Why doesn't OPM broaden the leave transfer program to allow employees to donate their unused sick leave to other employees?

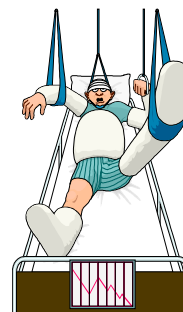
A. A specific law permits the donation of annual leave, but not sick leave. Thus, such action requires Congressional legislation.

Q. Like all NRL supervisors, I'm responsible for approving my employees' leave requests. How can

I be expected to remember of all the new sick leave rules--let alone ensure that my employees do not exceed the limits that apply to their individual situations?

A. Currently, NRL's timekeeping system doesn't break down the types of sick leave that can be used, capture individual employees' limits and bounce leave used against the limits. So, unless and until the system is changed or your division comes up with a better idea, the HRO suggests that you require your employees to use Standard Form 71, Request for Leave or Approved Absence, for all sick leave associated with family care and bereavement. A block on that form facilitates recording that sick leave is requested for these purposes. The remarks section should be used to indicate if and when sick leave for family care is used for a serious medical condition. Send the approved forms to your division timekeeper for retention and ask that you be alerted at any time an employee is approaching one of their limits.

Check out OPM's Website at <http://www.opm.gov/oca/LEAVE/html/sIQ&A.htm>. This site provides additional Questions and Answers about the expanded use of sick leave for family health care. You may also view the regulations themselves at site <http://www.opm.gov/fedregis/index.htm>. Questions regarding the new leave policies should be directed to supervisors and administrative officers. Administrative officers who require interpretation of the policies should contact the Employee Relations Office on (202) 767-2364; DSN 297-2364. ONR employees may contact the ONR Employee Relations Office on (703) 696-3620; DSN 426-3620.



Navy Increases Random Drug Testing Rate

*Roxanne E. Drake
Command Drug Program Coord.*

Many supervisors and employees have had concerns in the past six months regarding the increased random drug testing at NRL and ONR. In view of this, I believe it is important for all supervisors and employees to know about this increase in random drug testing.

Mandated Federal random drug testing was introduced to NRL in September 1991. In 1994, NRL and ONR were granted a waiver to reduce the drug test rate to 25% from 50%. But, within the past year, Navy discovered that many Naval activities were not even testing at all. In view of that, Navy recently increased the rate across the board to 50%. That means every year 50% of our "testing designated position" pool must be randomly tested by 30 September.

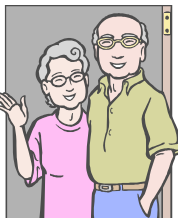
At NRL, there are currently 1,100 TDPs. These TDP's are located at NRL-DC, NRL-SSC, and NRL-Monterey. At ONR, there are 72 TDP's. NRL's TDP pool includes all top-secret positions, secret with access to special access programs, guards, motor vehicle operators, small craft operators, and crane operators.

If you are an ONR or NRL employee, and have any questions about the Federal Drug-Free Workplace Program, please feel free to contact me between the hours of 6:30 a.m. and 3:00 p.m. at 202-767-6737; DSN 297-6737. My e-mail address is: rdrake@hro1.nrl.navy.mil.



Social Security Benefits

*Iris Smith
Code 1850*



You may believe that how much you get in Social Security benefits depends on how much you pay in Social Security taxes. That is not so. Your Social Security benefit amount is based on your average annual earnings over your work career. Generally, the higher the average, the higher your benefit amount.

If you worked last year in a position covered by Social Security, you paid Social Security taxes at a rate of 6.20 percent of your earnings up to \$72,600. The "maximum amount of taxable earnings" increases each year with increases in wage levels; for calendar year 2000, it was increased from \$72,600 to \$76,200. All of your earnings are taxed at a rate of 1.45 percent for Medicare hospital insurance coverage.

The highest monthly benefit payable to a person who retires in January 2000 at age 65, after paying taxes on "maximum tax-able earnings" over the years, is \$1,433. For the 65-year-old worker retiring in January 2000 with average earnings, the benefit is \$987. The low earner receives \$597.

Thrift Savings Plan (TSP) Delayed New Record Keeping System

*Iris Smith
Code 1850*



The TSP has delayed the implementation of the new record keeping system. This was done because the contractor, who is developing the new system, has not made sufficient progress in testing the system and in fixing numerous software defects disclosed to date. A new implementation date will not be set at this time.

This new record keeping system is being developed to accommodate the addition of a number of new features, including two new investment funds, daily valuation of accounts, and enhanced withdrawal benefits.

The TSP will send all participants a special mailing advising them of this development. In addition, monthly updates on progress toward completion of the new system will be posted on the TSP Website, <http://www.tsp.gov>.

From the following vanity license plates, can you guess which "professionals" own these cars?

1. AFAV8R
2. 10SNE1
3. I SK8
4. DR IBALZ
5. T IT UP
6. BKEEPR
7. W8LIFTER
8. MTNBKR
9. 88 KEYS
10. B4DKCME

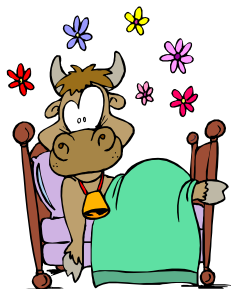
- A. Golfer
- B. Optometrist
- C. Air Force Aviator
- D. Piano Player
- E. Dentist
- F. Skater
- G. Tennis Player
- H. Weight Lifter
- I. Mountain Biker
- J. Beekeeper

Answer Key

1C (Air Force Aviator); 2G (Tennis Anyone); 3F (I Skate); 4B (Dr. Eye Balls); 5A (Tee It Up); 6J (Beekeeper); 7H (Weight Lifter); 8I (Mountain Biker); 9D (88 Keys [on a piano]); 10E (Before Decay See Me)

Leave Options for Employees Who Need Time Off From Work to Care for a Sick Family Member

Lynn Granados
Code 1850



Under the **Family and Medical Leave Act (FMLA)** of 1993,

covered Federal employees are entitled to a total of 12 administrative workweeks of unpaid leave during any 12-month period for (a) the birth of a son or daughter and care of the newborn; (b) the placement of a son or daughter with the employee for adoption or foster care; (c) the care of a spouse, son, daughter, or parent with a serious health condition, and (d) a serious health condition of the employee that makes the employee unable to perform the duties of his or her position. Employees may elect to substitute their annual leave or sick leave, if appropriate, for unpaid leave under the FMLA. The OPM Website listed at the end of this article provides a link to a medical certification form appropriate to support the request for FMLA leave.

Under OPM regulations on **Sick Leave for Family Care Purposes**, full-time Federal employees may use 40 hours (5 days) of sick leave each leave year, without regard to their current sick leave balance, to care for a family member who is incapacitated by a medical or mental condition; to attend to a family member receiving medical, dental, or optical examination or treatment; or to arrange for or attend the funeral of a family member. If the employee maintains a balance of at least 80 hours of sick leave, he or she may use additional sick leave up to a total of 12 weeks for family care purposes. After the first 13 days (including the 5 days described above), sick leave may only be used for a family member's serious medical condition. This does not

include routine, short-term medical situations such as colds and upset stomach, but does include pregnancy and the mother's physical recovery after childbirth. Part-time employees may use an amount of accrued sick leave equal to the average number of hours in their regularly scheduled workweeks without regard to sick leave balance. If they maintain a balance that equals twice that amount they may use the following additional amounts: for general family care and bereavement, sick leave in the amount the employee normally accrues in a leave year; to care for a family member with a serious health condition, 12 times the average number of hours in his/her scheduled weekly tour of duty. Total sick leave taken for all of these purposes may not exceed the latter amount.

Federal employees may also use their sick leave for purposes related to the adoption of a child.

Employees may request advanced annual or sick leave or leave without pay for these purposes.

Federal employees are entitled to use 30 days of paid administrative leave each calendar year (at no charge to their own annual or sick leave) to serve as an organ donor; paid administrative leave may be used for up to 7 days for employees to serve as bone marrow donors.

The **Federal Employees Voluntary Leave Transfer Program** allows Federal employees to donate annual leave to other Federal employees who have medical emergencies and who have exhausted their own leave.

There is no certain order for using the various family friendly policies cited above. As an employee, you must consider your current leave balances and determine (1) whether the situation meets the requirements and obligations of a specific leave program, and (2) which leave policy or program best fits your needs.

For example, if you need time off from work to accompany your child to a doctor's appointment, you may use up to 13 days of sick leave. If the use of sick leave is not an available option, you may request leave without pay or, as available, annual leave or compensatory time off. If the child's condition develops into a serious health condition, you may use additional sick leave up to 12 weeks. You may also invoke your entitlement to unpaid leave under the FMLA and, if appropriate, may choose to substitute annual leave or sick leave for the unpaid leave. If you are experiencing a personal or family medical emergency and have exhausted all of your available annual and sick leave, you may apply to become a leave recipient under the Voluntary Leave Transfer Program.

Further information about all of the leave programs described above is available on the Website of the Office of Personnel Management at http://www.opm.gov/oca/leave/IND_EX.HTM. Questions regarding NRL leave policies/procedures should be directed to supervisors and administrative officers. Administrative officers who require interpretation of such policies/procedures should contact the Employee Relations Office on (202) 767-2364; DSN 297-2364. ONR employees should contact the ONR Employee Relations Office on (703) 696-3620; DSN 426-3620.



The worst bankrupt in the world is the person who has lost his enthusiasm.

---H.W. Arnold



Financial Planning and Saving for Retirement

Iris Smith
Code 1850

The Office of Personnel Management (OPM) has published the following Websites you may find useful for financial planning and saving for retirement.

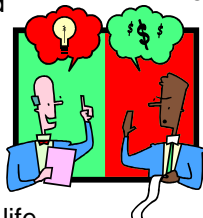
Having an idea of one's life expectancy can be a useful guide when mapping out a long-term savings plan. This life calculator can get you started in developing a plan. Go to Website http://www.cnnfn.com/2000/04/10/strategies/q_retire_calculator.

At the Social Security Administration's newest internet service, the Social Security Retirement Planner, you will be able to start retirement planning by understanding the amount of Social Security benefits you can expect to receive in retirement. This information will help you to make decisions about the need for savings and investments. Go to Website <http://www.ssa.gov/retire>.

Access America for Seniors, the site of sites for seniors on the web, also has a new Retirement Planner. Financial planning is just one aspect. When you start to plan for retirement, you need information about savings, investments, pensions, housing and medical coverage. You'll find this and more at Website <http://www.seniors.gov/retirement.html>, a joint effort of multiple agencies in the Federal government.

The Administration on Aging has a list of online resources which includes booklets and brochures about retirement planning from government and other sources, calculator of future financial needs and asset values, and more general information about personal financial planning. Go to Website <http://www.aoa.gov/retirement/default.htm>.

To help Americans strengthen their retirement savings, the Department of Labor (DOL) and the Certified Financial Planner Board of Standards (CFP Board) are introducing a new guideline for savings fitness, a comprehensive, free booklet entitled Savings



Fitness: A Guide to Your Money and Your Financial Future. The booklet outlines how you can plan for your retirement by adding a savings plan to your financial life. You can receive the free, 20-page step-by-step guide to financial planning for retirement by contacting the DOL toll-free at 1-800-998-7542 or downloading a copy at <http://www.dol.gov/dol/pwba>.

You can learn everything you want to know about U. S. Savings Bonds at <http://www.savingsbonds.gov/>.



CFC Kick-Off and NRL's Cultural Extravaganza Combined

Lori Hill
Diversity Committee

Mark your calendar! The Federal Combined Campaign (CFC) Kick-Off and NRL's Cultural Extravaganza Combined is scheduled for Thursday, 14 September 2000 on the Mall from 11:00 a.m. to 1:30 p.m. In the event of inclement weather the festivities will be held on 21 September 2000. Plan to attend and share in the sights and sounds of the different cultural performances and exhibits. In addition, several food vendors will be offering lunch, the NRL Federal Credit Union will be sponsoring a raffle, and tickets may be purchased for the Dunk Tank. Come out and show your support as we celebrate CFC and cultural diversity at NRL!

Stories from the Quit Smoking Report



Three weeks ago I had a water skiing accident and broke one or more ribs (I don't know how many since I didn't get an x-ray). Then two nights ago, I kicked some furniture and broke a toe. This hasn't been my month for avoiding broken bones! I'm now calling myself Fred "Bonecrusher" Kelley.



My injuries got me to wondering about how smoking affects your bones. Guess what? Smoking can adversely affect your bones, from accelerating osteoporosis to slowing the healing of broken bones. A nonsmoker will heal an average of 80 percent faster than a smoker.

The physicians treated 76 men and women for broken legs and followed them for one year. They found that the broken legs of cigarette smokers took an average of 276 days to heal while the nonsmokers took 146 days.



P.S. A good tip while trying to give up smoking is to get a brand of the most SICKEST cigarettes, INHALE and then cough up, take a few seconds and repeat, and I guarantee that you will see cigarettes in the most UGLIEST form. It's time to break the small little sticks; why let them control you when we should be controlling them?



Absentee Voting (Check out the Website!)

Roxanne E. Drake
Editor

It may seem like a long time until Election Day, but with only three months to go, federal employees who will be out of town on November 7th should be thinking about how they will vote. Officials recommend that absentee voters request ballots 45 days in advance, even further in advance if they haven't registered to vote in their home district. The Federal Voting Assistance Programs' pamphlet "How To Do It - Vote Absentee!" is available in an electronic version at Website, www.fvap.ncr.gov.

A Reminder to all Supervisors from the Human Resources Office...

CCS does require ongoing continual communication between the supervisor and the employee. While no formal mid-year review is required, employees or supervisors are free to request one and informal, ongoing communication is encouraged.



We've Been Asked

Iris Smith
Code 1850



Q. Can an employee re-enroll in the same "employee organization" health plan when the enrollment was terminated because the employee had not paid the organization dues when required, but paid the dues sometime after?

A. Yes. The ways this would be handled would depend on when the dues were paid. If the dues really were paid before the agency issued the SF-2810 terminating the enrollment (based on receipt of the written request from the employee organization), the SF-2810 would be voided because the termination was an erroneous action. If the employee did not pay the dues until after the SF-2810 terminating the enrollment was issued, the employee could re-enroll in the plan, provided such re-enrollment occurs within 60 days after the enrollment was terminated.

LATEST TSP RETURN RATES

Month	C Fund	F Fund	G Fund
Jul 99	(3.14%)	(0.43%)	0.52%
Aug 99	(0.50%)	(0.05%)	0.53%
Sep 99	(2.78%)	1.15%	0.51%
Oct 99	6.34%	0.38%	0.53%
Nov 99	2.00%	(0.01%)	0.51%
Dec 99	5.90%	(0.45%)	0.54%
Jan 00	(5.03%)	(0.34%)	0.56%
Feb 00	(1.93%)	1.22%	0.53%
Mar 00	9.74%	1.32%	0.55%
Apr 00	(2.98%)	(0.29%)	0.52%
May 00	(2.05%)	(0.03%)	0.54%
Jun 00	2.44%	2.07%	0.53%
Last 12 Months 7/1999 – 6/2000	7.11%	4.61%	6.55%

Announcement of Awards

Nominations for the following awards are due as indicated below to the NRL Human Resources Office, Code 1850, or the ONR Training Branch. Contact these offices for detailed criteria.

American Society of Naval Engineers Annual Awards Due October 1, 2000



This organization recognizes outstanding contributions to naval engineering, which includes all arts and sciences as applied in the research, development, design, construction, operation, maintenance, and logistic support of surface and subsurface ships and marine craft, naval maritime auxiliaries, aviation and space systems, combat systems, including command and control, electronics, and ordnance systems, ocean structures, and associated shore facilities that are used by naval and other military forces and civilian maritime organizations for the defense and well-being of the Nation.



Any nominee from within the naval community, including government, is eligible for the following: **Gold Medal Award** (for engineering contribution(s) during past 5 years); **Solberg Award** (for contribution(s) to naval engineering through personal research during past 3 years); and **Harold E. Saunders Award** (for naval engineering reputation spanning a long career of notable achievement and influence).

Federal Engineer of the Year Award Due October 1, 2000

This award recognizes engineering achievements in design, research development, or management during the last three years. It is sponsored by the Professional Engineers in Government. Nominees must be presently engaged in the practice of

engineering as an employee of the Federal government. They may be in either managerial or technical positions provided they qualify as engineers by education or by state engineering license.

Roger W. Jones Award for Executive Leadership Due October 1, 2000

Sponsored by the American University to honor two Federal career executives who have demonstrated superior leadership resulting in outstanding organizational achievement. The recipients must also have a strong commitment to the successful continuity of government and have brought about the development of outstanding managers and senior specialists committed to their own professional growth in order to better serve the public interest.

The following award nominations may be submitted at anytime:

Navy Distinguished Civilian Service Award (DCSA)

This is the highest honorary award that the Secretary of the Navy may confer upon a civilian employee of the DON. Bestowal is on a highly selective basis to employees who have distinguished themselves by extraordinary service or contributions of major significance to DON.

Navy Superior Civilian Service Award (SCSA)



This is the highest honorary award that the Chief of Naval Research may confer on a civilian command employee. This award will be granted to recognize superior civilian service or a contribution that has resulted in exceptional values and/or benefits to the DON. This is the second highest honorary award under the Navy Incentive Awards Program.

Navy Meritorious Civilian Service Award (MCSA)



This is the highest award that the NRL Commanding Officer may confer on a civilian employee. This award will be granted to recognize meritorious civilian service or a contribution that has resulted in high values and/or benefits to DON. This is the third highest honorary award under the Navy Incentive Awards Program.

Navy Award For Distinguished Achievement in Science

This award is granted by the Secretary of the Navy to recognize pioneering scientific achievements that are extraordinary and significant in nature and that contain the potential of having far reaching consequence.



NRL Lifetime Achievement Award



This award was established for bestowal on a highly selective basis to a current NRL civilian employee or team of employees for their continual and extraordinary achievements in the sciences (or engineering) that contribute substantively to the knowledge and capabilities of the nation and the U.S. Navy during a lifetime as an NRL scientist or engineer.

NRL Award of Merit for Group Achievement

This NRL award may be given at any time for a group contribution comparable to one for which an individual would receive Navy Meritorious Civilian Service Award consideration.

TRAINING NOTES



NRL Toastmasters Training

Whatever your goals in life may be, your success depends on your ability to communicate. People who can verbalize their ideas so they are heard, understood, and acted upon, possess one of the most important qualities of life.

You, as an NRL employee or contractor, are fortunate to have two Toastmasters International Clubs at your doorstep. Both NRL Clubs have ongoing communications and leadership programs in which members learn by doing in an atmosphere of understanding and friendship. A basic manual is used for the first ten speeches. Twelve additional advanced manuals cover specific areas of communication, such as Technical Presentations, Speaking to Inform, The Discussion Leaders, Speeches by Management and The Entertaining Speaker. Please feel free to visit or join either NRL club.

Forum Club

First and Third Tuesdays
of every month
11:45 a.m. to 1:00 p.m.
West Dining Room, Cafeteria
Bldg. 28
POC: Dave Fromm
(202) 404-4670

Thomas Edison Club

Weekly on Thursdays
12 noon to 1 p.m.
Bldg. 207, Rm. 157 (Chemistry)
First Floor, Conference Room
POC: Leslie Chaplin
(202) 404-8105

EMPLOYEES NEED TO KNOW...

The Personnel Operations Branch will continue to provide a variety of training opportunities for professional, computer or general courses so that employees can develop their skills and gain knowledge to enhance their job performance and better meet the needs of our organization as well as their own goals for growth. Feel free to contact Cheryl Miller at cmiller@hro1.nrl.navy.mil if you are having difficulty in trying to locate a course or a training site. A small resource library is being developed for training opportunities. For example, the USDA Graduate School offers a variety of courses to include financial, computer, management, support or technical training at several local sites; home study correspondence courses are offered through the National Independent Study Council; and national companies such as Fred Pryor, American Management Association or National Seminars provide a variety of courses throughout the metropolitan area.

The Computational Support Services Division at NRL offers free training or nominal charge training, which can be taken on-line or conducted by an instructor for NRL employees. The listing of courses include business management, project management, financial management, and computer training (Microsoft as well as programming) offerings. Please take a moment to access their link from our Training Website at <http://amp.nrl.navy.mil/code1800/TRNGMENU.HTM>. If you require further assistance with the listed course offerings or need assistance in curriculum modification for your division, please call John Douglas at 767-4129.

If you are interested in attending any of these classes, please submit your In-House Nomination Form to Cheryl Miller, Code 1810, or fax to 767-8311. ONR employees must submit a DD 1556 to their Training Office. NRL cannot accept payment by government purchase card from other government agencies.



The In-House Nomination Form is a "nomination to attend" and you must receive a Confirmation of Course Attendance before you are officially scheduled to attend the class of choice. If the class fills, you will be automatically placed on a waiting list and contacted for the next available class date. If you would prefer to be **confirmed by e-mail**, please include your e-mail address at the top of this form.



The following courses are scheduled to be held at NRL-DC and are open to all NRL-DC Government civilian personnel. **All other employees are on a space available cost reimbursement basis** as listed under "Costs" for each course.

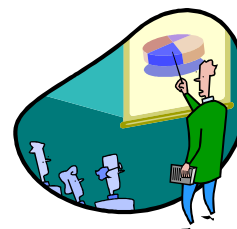
Cancellation: Any employee must cancel five days before the class start date or the Division will be charged the cost reimbursement fee for "No Show".

MANAGEMENT/SUPERVISORY TRAINING

All Management/Supervisory Training classes are held in Bldg. 72, Rm. 120 (next to the Post Office), unless otherwise indicated. All Management/Supervisory Training classes are \$350.00 for non-NRL employees; unless otherwise indicated, make check payable to DFAS, Charleston; ONR employees see your Training Office.

SALES AND MARKETING STRATEGIES FOR PRINCIPAL INVESTIGATORS

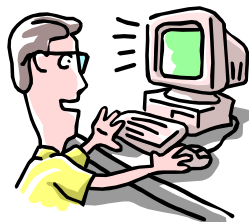
August 1-2, 2000
8:30 a.m.-3:30 p.m.



DESCRIPTION: This workshop will cover "best commercial practices," important processes that directly affect our business here at NRL. This workshop will teach step-by-step how to research the buyer, use selling principles, prepare the seller for the sale, make the telephone call to set up the meeting, use a three-step sales interview process, keep current clients delighted, use strategic marketing planning, and practice customer service.

IBM/PC TRAINING

All computer classes are held in Bldg. 72, Annex, unless otherwise indicated. All computer classes are \$300.00 for non-NRL employees; unless otherwise indicated, make check payable to DFAS, Charleston; ONR employees see your Training Office.



LABVIEW JUMP START WITH IEEE-488 AND RS-232

August 2-4, 2000
8:00-4:00 p.m.

COSTS: \$650.00 for non-NRL employees; check payable to DFAS, Charleston; ONR employees see your Training Office.

DESCRIPTION: Course is specifically for Engineers, Scientists, and Technicians. Learn Labview and how to use it with instruments quickly, hands on; learn how the IEEE-488 (GPIB) and RS-232 actually work. In the first two days, students will learn basic operation using the Labview tools, file I/O, converting input data from string form to numeric, graphing, instrument control, single stepping, tracing, developing Labview programs, multi-dimensional arrays with hands-on practice with Labview. On the third day, students will learn how the IEEE-488 and RS-232 actually work and how to communicate with instruments from the computer keyboard directly to insure correct operation. Troubleshooting, streamlining code, simultaneous triggering of instruments, creating IEEE-488 special commands as needed, and how to use the IEEE-488 the way it was designed to be used will also be covered. Hands-on programming of instruments in Labview will be completed. Students attending this course should walk away prepared to start data acquisition and control with instruments being able to use Labview immediately.

Human Resources Office

C LANGUAGE JUMP START WITH IEEE-488 (GPIB) AND RS-232

August 7-9, 2000
8:00 a.m.-4:00 p.m.

COSTS: \$650.00 for non-NRL employees; check payable to DFAS, Charleston; ONR employees see your Training Office.

DESCRIPTION: Course is specifically for Engineers, Scientists, and Technicians. Learn C language and how to use it with instruments quickly, and hands on; learn how the IEEE-488 (GPIB) and RS-232 actually work. This is the only C Language course in the United States that teaches the C Language and then teaches the IEEE-488 and RS-232 and how to incorporate them into C to control instruments and acquire data as an integral part of the C course. All other C Language courses teach C but leave the student to try to find out how to use C with instruments. This course teaches C Language hands-on, clearly, with examples for every topic, and how to use the C Language to control instruments and acquire data with the IEEE-488 and RS-232. The course includes using National Instruments C Language CVI software as part of the course.



INTRODUCTION TO EXCEL FOR SCIENTISTS AND ENGINEERS

August 10-11, 2000
8:30 am – 3:30 p.m.

DESCRIPTION: Participants for this course must have an introductory understanding of Excel. The basic concepts that will be reviewed are: format, edit, and print spreadsheets; set up calculations and use spreadsheet functions for data analysis; produce professional quality spreadsheets and charts; and customize menus and toolbars for scientific computing. Advanced concepts to be presented are: how to use Excel's built-in mathematical functions to perform multiple linear regression analysis, matrix mathematics, numerical differentiation and integration, and solutions of systems of linear equations; use the Solver, Excel's powerful optimization package, to perform nonlinear least squares curve fitting, create simple macros to automate routine spreadsheet tasks, and write advanced macros to carry out complex, repetitive calculations automatically.

PREREQUISITE: Participants for this course must have an introductory understanding of Excel.

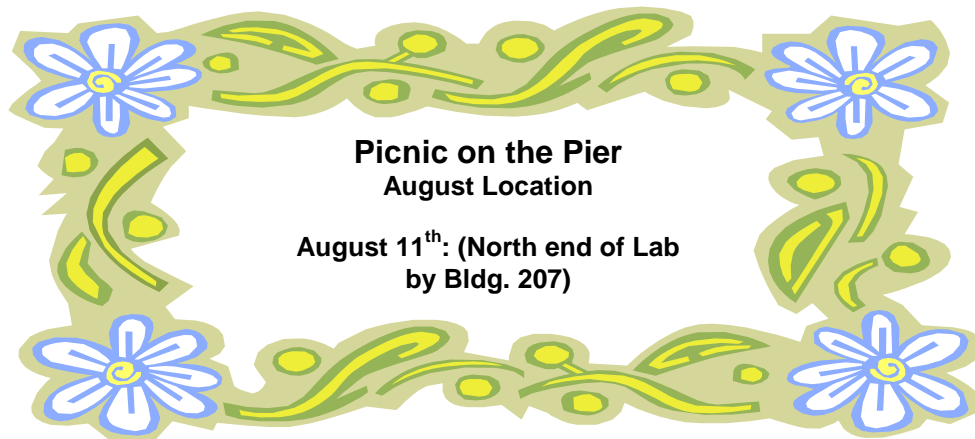
ADVANCED EXCEL WITH VBA MACROS FOR SCIENTISTS AND ENGINEERS

August 17-18, 2000
8:30 am – 3:30 p.m.



DESCRIPTION: This workshop is designed to focus on teaching the skills and concepts necessary to work with advanced features of Excel 97. Upon completion of this course, students will be able to: customize toolbars and create styles and templates; create nested and decision making functions; analyze worksheet data by creating pivot tables; compare and contrast workbook files and file links; outline and consolidate worksheets; analyze worksheet data by using the Solver and Scenario Manager; display and protect worksheet data by locking cells; and record and modify macros by using the Visual Basic Editor.

PREREQUISITE: Participants for this course should have completed the Introduction to MS Excel for Scientists and Engineers.



Picnic on the Pier
August Location

**August 11th: (North end of Lab
by Bldg. 207)**